

Instructions for Attorney Renewal Payment

All attorneys admitted to practice in the Western District of Texas are now required to renew their membership in this bar every three years, the first three-year cycle commencing **January 1, 2002**. ***All attorneys admitted to practice in this Court on or before June 30, 2001***, unless exempt from the admissions requirements of our local rules, must pay the renewal fee to maintain their status as an active attorney in the Western District of Texas. If you were admitted to this Court **after June 30, 2001**, the payment of the attorney renewal fee is **waived** for this cycle. Additionally, if you are a full-time judicial officer, or if you are a full-time attorney with any federal, state, or other governmental entity, you are not subject to payment of the renewal fee.

The following steps should assist you in the submission of your renewal fee:

- Fill out the attached Attorney Renewal Form.
- Mail it with your \$25.00 check to: Clerk Texas/Western, 655 E. Durango Blvd, San Antonio, TX 78206. **Please write your state bar card number in the memo field of your check and indicate that it is your state bar card number.**
- **Please use only the address listed here when mailing your payment. DO NOT mail payments directly to any of the divisional offices in the district as this will only delay processing of your payment.**
- If you are exempt, please check mark the pertinent section on the form and indicate the reason for the exemption. You must return the form even if you are exempt from paying the renewal fee.
- **Note:** It is permissible for a law firm to mail one check as payment for the renewal fee for several attorneys in the law firm. However, a separate **Attorney Renewal Form** must be included for each attorney whose renewal fee is being paid.
- If you have any questions or concerns, please do not hesitate to contact any of our Divisional Office Managers throughout our seven divisions. You may also call our attorney admissions clerk in San Antonio, Nancy Hermer, at (210) 472-6550, Ext. 222.

IF YOU RECEIVED A PREPRINTED FORM IN THE MAIL, PLEASE USE IT INSTEAD OF THIS FORM AS IT WILL EXPEDITE THE PROCESSING OF YOUR PAYMENT

ATTORNEY RENEWAL FORM

Remittance of \$25.00 should be in the form of a check or money order made payable to: Clerk, U.S. District Court. **Mail your payment to: Clerk, Texas/Western 655 E. Durango Blvd., San Antonio, TX 78206**

Name

Exempt from Fee _____ (Please Mark)

Firm

Reason for Exemption _____

Address

State Bar Card Number: _____

* Please include this number on the memo field of your check

Address

City, State and Zip Code

THANK YOU